



OFFICE OF THE DISTRICT ATTORNEY

HUMAN RESOURCES DIVISION

211 West Temple Street, Suite 200 • Los Angeles, CA 90012

T: (213) 257-2700 • F: (213) 202-6084



Career Transfer Opportunity Restricted to Permanent Employees of Los Angeles County

ADMINISTRATIVE ASSISTANT III

Bureau of Administrative Services

Grants and Contracts Section

ABOUT THE POSITION: The Office of the District Attorney is seeking a highly motivated and experienced individual to fill an Administrative Assistant (AA) III vacancy in the Bureau of Administrative Services, Grants and Contracts Section. The vacancy is located at 211 West Temple Street, Suite 200, Los Angeles, CA 90012.

DUTIES AND RESPONSIBILITIES: This position is responsible for completing a variety of general administrative tasks associated with District Attorney (DA) grants, contracts, and Memoranda of Understanding (MOUs) with private and government funding agencies and/or vendors; administering the grant application process for continued grant funding; preparing Board Letters, program budgets, expenditure and revenue analyses, and Request for Proposals and all aspects of the solicitation process from bid to final contract; tracking grant expenditures; claiming expenditures for reimbursement from our funding agencies; complying with grant reporting requirements; submitting budget modification requests; handling site visits and audits by our funding agencies as well as the Single Audit conducted by the Auditor-Controller's Office; monitoring current contracts to ensure contractor compliance; and analyzing contractual issues to find practical resolutions.

ACCEPTING RESUMES FROM: Permanent employees of Los Angeles County who currently meet one of the following requirements:

1. Employees who currently hold the payroll title of AA III.
-OR-
2. Employees who have one year's experience as an AA II, Staff Assistant II, or Assistant Administrative Analyst.
-OR-
3. Employees with three years' experience in a staff capacity analyzing and making recommendations for the solution of problems or organization, systems and procedures, programs, facility planning, budget, or personnel, one year of which must have been in a responsible staff capacity* in the administrative staff organization of a department or a central administrative staff organization.

*Responsible Staff Capacity means experience at the level of Los Angeles County's class of AA II, Staff Assistant II, or Assistant Administrative Analyst.

Priority will be given to candidates who have a background in grants, budget, or accounting. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, copies of the last three performance evaluations, and attendance records for the last two years. **Only the most qualified individuals will be invited to participate in the interview and final selection process.**

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****



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DESIRABLE QUALIFICATIONS:

- Thorough knowledge of the County budget process and cycle.
- Knowledge of administrative procedures and manuals such as Board of Supervisor agenda requirements, County of Los Angeles Fiscal Manual, and grantor program guidelines.
- Ability to prepare grant program and/or project budgets.
- Ability to analyze and recommend solutions to a variety of grant program and project budget issues.
- Ability to effectively manage multiple tasks and shifting priorities.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Strong computer skills and knowledge of computer programs (Microsoft Word, Excel, PowerPoint, Access, etc.).
- Ability to interact effectively with the public, all levels of departmental staff, and various agencies.
- Excellent interpersonal and organizational skills.
- Excellent oral and written communication, grammar, and language skills.
- Ability to organize, prepare, and plan solicitations with interested contractors.
- Ability to oversee contracts and to effectuate contractor compliance.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Jennifer McDonald
Special Assistant
Office of the District Attorney
Bureau of Administrative Services
211 West Temple Street, Suite 200
Los Angeles, CA 90012
Telephone: (213) 257-2777
Fax: (213) 633-0906
E-mail: jmcdonald@da.lacounty.gov

NO LATER THAN: THURSDAY, DECEMBER 31, 2015

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****

Page 2 of 2



COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
EMERGENCY OUTREACH BUREAU - SA4 NAVIGATION TEAM
TRANSFER OPPORTUNITY

INTERMEDIATE TYPIST CLERK
(Spanish Speaker Preferred)

THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF METNAL HEALTH

The SA 4 Administration is seeking an enthusiastic, positive, motivated, experienced individual to fill the position of Intermediate Typist Clerk. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply. The individual is expected to work with the SA4 NAVIGATION TEAM located at 420 E. Third St., Los Angeles, CA 90013, in the Little Tokyo area of downtown Los Angeles.

EXAMPLE OF DUTIES:

- Organize and maintain office files; file of service logs and DMH documentation
- Secretarial/support staff coverage as needed
- Schedule appointments and arrange conferences and meetings as needed, take meeting minutes
- Maintain and update caseload logs, staff/phone rosters, and monthly work schedules
- Monthly billing tracking form, process referrals
- Photo copying, scanning and faxing documents
- Responsible for procurement of supplies and maintaining inventory
- Answer phones and refer to the appropriate individuals within the program
- Other duties as assigned by Program Supervisor

DESIRABLE QUALIFICATIONS:

- Strong verbal and written communication skills and ability to edit and draft documents
- Ability to work independently, attend to details and to follow through on instructions and meet deadlines
- Adaptable and flexible to meet the program needs as well as adapt to new and changing situations
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Ability to represent the Department in a professional manner and communicate effectively with others within the department, other County programs, the community, contract providers, and with public and private sectors
- Highly-skilled in working with MS Office, i.e., Word, Excel and Outlook

Interested applicants, who are currently holding the payroll title of Intermediate Typist Clerk, please contact Sylvia Guerrero at (213) 351-6645, to schedule an interview or email your resume, letter of interest, last two (2) performance evaluations, and last two (2) years of eTime History record **by Friday, December 11, 2015 to:**

Jacqueline Georgian
SA4 Administration
Jgeorgian@dmh.lacounty.gov

(213) 738-3357

All materials submitted will be reviewed. Only the most qualified employees, based on the information submitted, will be contacted for an interview. Performance on the interview will determine the final selection. This recruitment announcement will remain open until the needs of the Service Area are met.

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
Service Area 7 Administration
TRANSFER OPPORTUNITY



INTERMEDIATE TYPIST CLERK
(Spanish Speaker Preferred But Not Required)

THIS IS NOT AN OFFICIAL EXAMINATION

RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH

The SA 7 Administration is seeking an enthusiastic, positive, motivated, experienced individual to fill the position of Intermediate Typist Clerk. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply. The individual is expected to work at our Rio Hondo Mental Health Clinic located at 17707 Studebaker Road, Cerritos, California to provide clerical support for all aspects of service delivery and training programs.

EXAMPLE OF DUTIES:

- Organize and maintain office files; file of service logs and DMH documentation
- Secretarial/support staff coverage as needed
- Schedule appointments and arrange conferences and meetings as needed
- Maintain and update caseload logs, staff/phone rosters, and monthly work schedules
- Monthly billing tracking form, process referrals
- Photo copying, scanning and faxing documents
- Responsible for procurement of supplies and maintaining inventory
- Answer phones and refer to the appropriate individuals within the program
- Other duties as assigned by Program Supervisor

DESIRABLE QUALIFICATIONS:

- **Strong understanding of IBHIS including scheduling calendar and billing operations in the Avatar program**
- Strong verbal and written communication skills and ability to edit and draft documents
- Ability to work independently, attend to details and to follow through on instructions and meet deadlines
- Adaptable and flexible to meet the program needs as well as adapt to new and changing situations
- Ability to multi-task, prioritize multiple assignments and meet deadlines
- Ability to represent the Department in a professional manner and communicate effectively with others within the department, other County programs, the community, contract providers, and with public and private sectors
- Highly-skilled in working with MS Office, i.e., Word, Excel and Outlook

Interested employees who are currently holding the payroll title of Intermediate Typist Clerk, please contact Jose Cortez, Staff Assistant II, at (562) 402-0688 to schedule an interview or email your resume, letter of interest, last two (2) performance evaluations, and last two (2) years of eTime History record **by Wednesday, December 23, 2015 to:**

Jose Cortez, Staff Assistant II
Rio Hondo Mental Health Clinic
jcortez@lacounty.gov

All materials submitted will be reviewed. Only the most qualified employees, based on the information submitted, will be contacted for an interview. Performance on the interview will determine the final selection. This recruitment announcement will remain open until the needs of the Service Area are met.

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
DOWNTOWN MENTAL HEALTH CENTER-CalWORKs PROGRAM
TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

Medical Case Worker I/II

Downtown Mental Health Center- CalWORKs Program in Service Area 4, located in the downtown skid row community, is seeking a bilingual English –Spanish speaking Medical Case Worker I/II to serve as an Employment Specialist. The program provides evaluations, case management, Individualized Placement and Support (IPS) for Supported Employment, individual psychotherapy, and skills groups for adults with mental health problems. The person applying for this position should possess strong communication, interpersonal and social skills; and eager to meet with employers in the field to obtain job leads for the CW clients.

EXAMPLES OF DUTIES:

- Functions as a member of the CalWORKs multidisciplinary treatment team
- Carries a small caseload of IPS Supported Employment Clients.
- Assessing and developing individual employment plans with clients
- Assists with intakes for new IPS clients
- Works collaboratively with GAIN/DPSS (GSW) program representatives
- Attends quarterly and monthly CalWORKs providers meetings
- Attends staff meetings and academic presentations
- Provides linkage to educational, vocational, and other community resources and agencies
- Adhere to evidence –based IPS model and related documentation

DESIRABLE QUALIFICATIONS:

- Good written and oral communication skills
- Strong computer skills; highly organized and detail oriented
- Must have bilingual skills in Spanish
- Ability to multi-task

Interested individuals holding title to the above position should **email** their resume and last two Performance Evaluations on or before **December 11, 2015 to:**

Andres Hernandez, LCSW, MH Clinical Supervisor
631 Maple Ave., Los Angeles, CA 90014
EMAIL: Ahernandez@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER

**EDELMAN-WESTSIDE MENTAL HEALTH CENTER
ADULT FULL SERVICE PARTNERSHIP PROGRAM**

TRANSFER OPPORTUNITY

This is not an official examination bulletin

MEDICAL CASE WORKER I or II (Spanish-Speaking preferred)

The Edmund D. Edelman Westside Mental Health Center –is seeking a Medical Case Worker I or II for its Adult Full Service Partnership Program located in West Los Angeles.

ESSENTIAL DUTIES:

- Work as part of a multi-disciplinary team
- Provide 24/7 afterhours on-call and field visits when needed
- Provide field-based case management and linkage to our consumers
- Provide weekly case management/support services to consumers
- Accompany/transport consumers to needed appointments
- Complete all required FSP paperwork, including referrals and outcomes
- Provide mental health resources, referrals, and linkages to other community agencies
- Participate in on-going training, supervision, and consultation
- Participate in case dispositions/team conferences, case consultations, and case review activities
- Collaborate with other Departmental and Community-based programs

DESIRABLE QUALIFICATIONS:

- Knowledge and experience delivering case management services to adults
- Knowledge of community resources in the Los Angeles area
- Ability to establish working relationships and provide linkage to community partners
- Excellent organizational, interpersonal, oral, and written communication skills
- Bilingual Spanish Proficiency preferred
- Current Driver's License
- Reliable, flexible, and ability to work evening hours

Interested individuals, who currently hold the title of MCW I or II may fax or email a copy of your resume, last two (2) PEs, and last two (2) years of your Master Timecard to:

Nilsa V. Gallardo, Psy.D. ▪ Clinical Program Manager II

11080 W. Olympic Blvd ▪ Los Angeles, CA 90064

(310) 966-6538 (office) ▪ (310) 231-0684 (fax) ▪ ngallardo@dmh.lacounty.gov (email)



COUNTY OF LOS ANGELES
invites applications for the position of:

PRINCIPAL INFORMATION SYSTEMS ANALYST/INFORMATION ARCHITECT

SALARY:	\$7,383.82 - \$9,683.74 Monthly \$88,605.84 - \$116,204.88 Annually
OPENING DATE:	12/09/15
CLOSING DATE:	Continuous

POSITION/PROGRAM INFORMATION:

DEPARTMENT OF MENTAL HEALTH
EXAM NUMBER: b2594L
TYPE OF RECRUITMENT: OPEN COMPETITIVE
FILING START DATE: 12/10/15 AT 8:00 A.M.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

DEFINITION:

A key leadership role working directly with the lead architect in the evolution of the enterprise architecture. This particular role is accountable for information architecture which includes enterprise data standards, enterprise data architecture and data modeling at the conceptual, logical, and physical levels. Performs highly specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and application development.

ESSENTIAL JOB FUNCTIONS:

- Defines the enterprise data strategy and information architecture for DMH systems.
- Creates reference architectures, patterns, and blueprints for the information architecture domain.
- Leads and influences a diverse audience including executive and technical staff on the concepts and benefits of enterprise information architecture.
- Analyzes the most complex IT problems spanning multiple areas and formulates the holistic data architecture to streamline systems and processes at the enterprise level.
- Promotes the enterprise architecture process and achievement of strategic outcomes.
- Develops and executes a communication and education plan for the enterprise information architecture.
- Consults with project and application teams to lead and influence the overall technical solution (requirements, analysis, security and data integration). Creates data architecture and performs data modeling for project implementations. Integrates and consolidates project data architecture with enterprise data architecture.
- Accountable for adoption of the solution by project teams and guides them through the governance process.

- Mentors project and application teams on industry best practices for software design.
- Reviews the plans/work of consultants and vendors to ensure that contract work is compatible with enterprise architecture.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Option I: Graduation from an accredited college with a bachelor's degree* in Computer Science, Information Systems, or a closely related field, and five (5) years of recent progressively more responsible**, full-time, paid experience in a centralized Information Technology organization*** performing information architecture analysis, modeling, design, and implementation for complex systems. -OR-

Option II: Three (3) years of experience, within the last four years at the level of Los Angeles County class of Senior Information Systems Analyst**** performing information architecture analysis, modeling, design, and implementation for complex systems. -OR-

Option III: Six (6) years of recent progressively more responsible, full-time, paid experience in a centralized Information Technology organization*** performing information architecture analysis, modeling, design, and implementation for complex systems.

License: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

**Progressively responsible experience is work experience that clearly shows an upward progression in the level of duties and responsibilities from one job to the next.

***Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the chief Integration Technology official for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of integration systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.

****Senior Information Systems Analyst in the County of Los Angeles is defined as : Under direction performs specialized information systems analysis and provides expertise in one or more areas of systems analysis.

DESIRABLE QUALIFICATIONS:

- Experience in applied enterprise data architecture and modeling for a centralized information technology organization in a regulated industry such as healthcare or financial services
- Experience with Relevant Online Transaction Processing (OLTP) modeling on project(s) with at least 50 users
- Experience with Relevant Business Intelligence/Online Analytical Processing (BI/OLAP) modeling on project(s) with at least 100 users
- Experience with multidimensional data modeling with proven experience with business intelligence tools (Cognos 8.x or later)
- Experience with relational data modeling with multiple platforms (Oracle 10g or later; SQL Server 2005 or later)

- Experience with industry standard data modeling tools (ER Studio, ERWIN)
- Experience with ETL tool (Informatica PowerCenter, SSIS)
- Demonstrated ability to develop solutions based on given specifications and general directions
- Ability to multitask development efforts across multiple projects
- Experience working with health care related information systems
- Knowledge of data privacy and security requirements surrounding Health/Mental Health Care (HIPAA) Current technical expertise and experience working in multiple IT architecture areas (information, application, integration, and/or technical)
- Enterprise Architecture related certifications and/or Enterprise Architecture related professional organization memberships
- Excellent interpersonal and oral communication skills including the ability to understand and mediate across diverse groups and ideas and to negotiate, persuade and influence
- Excellent verbal and written communications skills in developing and delivering information and technical/project documents
- Strong leadership and team building skills

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

This examination will consist of a qualifying evaluation of training and experience based on application information and desirable qualifications at the time of filing to determine the level and scope of the candidate's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

Applications will be processed on an as received basis and promulgated to the eligible register accordingly. The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

SPECIAL INFORMATION

Past and present mental health clients and family members are encouraged to apply.

AVAILABLE SHIFT

While the positions in the Chief Information Office Bureau normally work during regular County daytime business hours, appointees may be required to work any shift, including evenings, nights, holidays or weekends.

VACANCY INFORMATION

The eligible register for this examination will be used to fill a vacancy in the Department of Mental Health Chief Information Office Bureau.

APPLICATION AND FILING INFORMATION

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing. Application filing may be suspended at any time without advance notice.

INSTRUCTIONS

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application

FOR

using

FILING

the

ONLINE

website.

Applicants must complete and submit their online applications and upload required documents (e.g. Official Transcripts, Resume, Certificate, etc.,) as attachment(s) during application submission or send by email to exams@dmh.lacounty.gov within 15 calendar days from date of application submission. Indicate the Exam Title on the Subject line when sending required documents by email.

*In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing or within 15 calendar days of filing.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT

Department Contact Name: Celia Yeung, Exam Analyst
Department Contact Phone: 213-972-7038 or 213-972-7034
Department Contact Email: exams@dmh.lacounty.gov

ADA Coordinator Phone: 213-972-7034

Teletype Phone: 800-735-2922

California Relay Services Phone: 800-735-2922

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

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Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype

COUNTY OF LOS ANGELES
Employment Information

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To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States.

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.
given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be

Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**COUNTY OF LOS ANGELES
Employment Information**

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noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #b2594L
http://hr.lacounty.gov						PRINCIPAL INFORMATION SYSTEMS ANALYST/INFORMATION ARCHITECT
*****						CY
Los	Angeles,		CA		90010	

PRINCIPAL INFORMATION SYSTEMS ANALYST/INFORMATION ARCHITECT Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire is designed to assess your experience as it relates to the Selection Requirements and Desirable Qualifications for competing in the Principal Information Systems Analyst/Information Architect examination. In order to be considered for this examination, you are required to respond to the following questions. All information that you provide is subject to verification. Referrals to a resume or the County application will be considered a non-response and will result in disqualification. I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.
- ☐ Yes
- * 2. Do you possess a bachelor's degree in Computer Science, Integration Systems, or a closely related field, and five (5) years of recent progressively more responsible, full-time, paid experience in a centralized Integration Technology organization performing information architecture analysis, modeling, design, and implementation for complex systems? Progressively responsible experience is work experience that clearly shows an upward progression in the level of duties and responsibilities from one job to the next. Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the chief Information Technology official for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit. In order to receive credit for any degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within 15 calendar days of filing.
- ☐ Yes
☐ No
- * 3. Do you have at least three years of experience, within the last four years at the level of Los Angeles County class of Senior Information Systems Analyst performing information architecture analysis, modeling, design, and implementation for complex systems? Senior Information Systems Analyst in the County of Los Angeles is defined as : Under direction performs specialized information systems analysis and provides expertise in one or more areas of systems analysis.
- ☐ Yes
☐ No

- * 4. Do you have at least six (6) years of recent progressively more responsible, full-time, paid experience in a centralized Information Technology organization performing information architecture analysis, modeling, design, and implementation for complex systems? Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the chief Information Technology official for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.

☐ Yes
☐ No

- * 5. If you answered "Yes" to any of the preceding questions #2 through #4, please describe your experience performing information architecture analysis, modeling, design, and implementation for complex systems. Please include your job title, beginning and ending dates for each job held and the name of employer(s). Credit will not be given if required information for evaluation is incomplete.
- * 6. Describe your experience(s) working in each IT architecture practice area (information, application, business, and/or technical). For each experience, even if for the same employer, include date of experience, payroll title, employer or County Department, employer address and supervisor/contact information. •Specify your roles (e.g., solutions architect, enterprise architect, technical architect, information architect, project manager, business analyst, Database Administrator (DBA), etc.), duties, and accomplishments. •Describe your user community including size. •Indicate whether your experience was in business, information, application, technical and/or solutions architecture. •Indicate what architectural skills you used. •Detail any business analysis experience (e.g. requirements gathering/analysis, business process modeling, data analysis/modeling) and list the tools/languages used. •Indicate what technical knowledge and expertise you used, e.g., in the areas of database technologies, application development (languages and architectures), integration, messaging, infrastructure and/or security. Credit will not be given if required information for evaluation is incomplete.
- * 7. Please list 1) all Enterprise Architecture frameworks, description languages and modeling tools with which you have worked, including when and where; 2) all Enterprise Architecture certifications you have obtained; and/or 3) any Enterprise Architecture related professional organizations to which you belong. Include copies of certifications or proofs of membership with your application at the time of filing or within 15 calendar days from the time of application submission. Please include your job title, beginning and ending dates for each job held and the name of employer(s). Credit will not be given if required information for evaluation is incomplete.
- * 8. Describe your experience working with health care related information systems. Specify your role and duties; describe information system(s) including purpose and vendor. Indicate if the system(s) were financial, administrative and/or clinical in nature. Indicate if your experience included an Electronic Medical Record. Describe your user community size and function. Credit will not be given if required information for evaluation is left blank or incomplete.
- * 9. Describe your leadership experience(s). For each experience, even if for the same employer, include date of experience, payroll title, employer or County Department, employer address and supervisor/contact information. •Function of group you led. •Number of people you led. •Job types and levels of people you led. •Project(s) or area(s) of a project you led. Credit will not be given if required information for evaluation is incomplete.

* Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

PROGRAM SPECIALIST, PHN

SALARY: \$7,327.00 - \$10,674.00 Monthly
\$87,924.00 - \$128,088.00 Annually

OPENING DATE: 12/04/15

CLOSING DATE: 12/18/15 05:00 PM

POSITION/PROGRAM INFORMATION:



Los Angeles County
**Department of
Children and Family Services**

FIRST DAY OF FILING: DECEMBER 7, 2015 at 8:00 a.m. - ONLINE FILING ONLY

FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED OR BY FRIDAY, DECEMBER 18, 2015 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST.

EXAM NUMBER
T5237A

TYPE OF RECRUITMENT
OPEN COMPETITIVE JOB OPPORTUNITY

DEFINITION:

Plans, develops, evaluates, and modifies the nursing component of a health program and coordinates it with the overall nursing service of the Department of Children and Family Services.

CLASSIFICATION STANDARDS:

Positions allocable to this class are characterized chiefly by their role as key nursing representatives with administrative and/or consultative responsibility in a public health program of a bureau or division of the Department of Children and Family Services. Positions in this class are fully responsible, under the program direction of the Division Chief of the Health Management Services Division for all elements of the nursing component of a program including its planning development, evaluations and modification. Program Specialists, PHN provide technical and administrative guidance to assistant program specialists and other personnel who may be assigned to a program. Program Specialists, PHN, perform administrative, educational and consultative functions to meet their responsibility. They carry out the administrative function by (1) planning and developing the nursing component of a program in accordance with the program's goals and objectives, (2) drafting program nursing standards and nursing personnel duty statements, (3) preparing budget requests for the nursing component of a program, and (4) drafting policies and procedures which conform to legal requirements. The administrative function also involves coordinating and implementing the nursing component of a program within the Department of Children and Family Services organization and with other community agencies and organizations. It further involves monitoring the nursing component of a program to determine if the service conforms with the standards and objectives of the total program. Based upon these observations, makes recommendations which involve changes in staffing, procedures, scheduling, and, in some instances, the development of new training programs. Positions in this class carry out their educational function by identifying the training needs of nursing personnel involved in program

activities, by establishing training priorities, and, in collaboration with the Division Chief, by planning, conducting and evaluating in-service training programs. Positions in this class carry out their consultative function by providing technical nursing advice concerning the nursing component of a program to request districts, agencies, organizations, or hospitals, as well as to private physical or individuals. Such consultation may involve furnishing information concern the nursing component, or the resolution of technical nursing problems. A Program Specialist, PHN must have an in-depth knowledge and understanding of the overall program of which the nursing component is a part. Positions must also be fully knowledgeable concerning the policies of the Bureau of Public Health Nursing and their interpretation by nursing management, the legal scope of nursing practice, and current standards of nursing practice. These positions require the ability to apply expertise in a variety of problem situations such as staff shortages, matching capacities of district facilities to needs of clientele, and in working with a variety of disciplines involved in a program.

ESSENTIAL JOB FUNCTIONS:

- Develop and draft policies and procedures which conform to the legal requirements and Public Health Nursing standards. Determine the nursing policies and procedures of an assigned program based upon program goals and objectives as well as in accordance with the Department of Children and Family Services policies and accepted nursing practice.
- Develop nursing standards for various programs and draft nursing personnel duty statements for the Health Management Services Division. Provide technical and administrative guidance to personnel who may be assigned to the program.
- Assist in the development of determining personnel, equipment, and other operating costs to meet the objectives of new, specially funded programs. Prepare budget requests for the nursing component of a program as needed.
- Plan and develop for the implementation of all PHN-related services in accordance with the program's goals and objectives. Perform administrative, educational, and consultative functions which may involve changes in staffing, procedures, scheduling or the development of new training programs.
- Participate in administrative meetings and on committees concerning the development of policies, and the establishment of guidelines and procedures for the coordination and standardization of practices.
- Research, analyze, and evaluate the nursing component of current and ongoing programs; make recommendations to management which include identifying the training needs of nursing personnel involved in program activities, establishing training priorities, conducting and evaluating in-service training programs regarding all PHN related services, including but not limited to policies and procedures, administration, staff training and development.
- Provide information and interpretation of legal requirements and other guidelines, and assist in the coordination of activities directed toward control of emergencies by complying with legal requirements and recommending enforcement measures where indicated.
- Drives a motor vehicle to perform essential job functions listed above.

REQUIREMENTS:

ONLINE FILING ONLY

SELECTION REQUIREMENTS:

Two (2) years of paid experience at the level of the Los Angeles County class of Assistant Program Specialist, PHN* **OR** Public Health Nursing Supervisor**, assisting in nursing program planning and consultation or in the supervision or instruction of nurses.

LICENSES REQUIRED:

A license to practice as a Registered Nurse*** **AND** a California State Public Health Certificate*** issued by the California Board of Registered Nursing.

A valid California Class C Driver License*** is required to carry out job-related essential functions.

PHYSICAL CLASS:

PHYSICAL CLASS II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENTS INFORMATION:

*Experience in the service of Los Angeles County at the level of Assistant Program Specialist, PHN is defined as: Assists in the planning, developing, evaluating, and modifying of the nursing component of a health program, and in its coordination with the overall nursing service of Community Health Services.

**Experience in the service of Los Angeles County at the level of Public Health Nursing Supervisor is defined as: Under the general direction of a nurse manager, supervises nursing and other personnel in the provision of nursing services at the individual, family, community, and systems level.

***In order to qualify, applicants **MUST** include a legible copy of a 1.) license to practice as a Registered Nurse in California and a 2.) California State Public Health Certificate issued by the California Board of Registered Nursing and 3.) a valid California Class C Driver License with your online application at the time of filing or within 15 calendar days of filing.

****To receive credit, you **MUST** include a legible copy of the diploma or OFFICIAL transcripts, with a granted Master's degree in Nursing, Public Administration, Business Administration, Health or Healthcare Administration, Health Science, or Public Health with your online application at the time of filing or within 15 calendar days of filing your online application.

License Information: Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

DESIRABLE QUALIFICATIONS:

- Master's degree**** from an accredited college or university with a major in Nursing, Public Administration, Business Administration, Health or Healthcare Administration, Health Science, or Public Health.
- Experience in promoting Public Health Programs by providing leadership to agencies or organizations in the development, implementation and improvement of the health care systems, strategies and services.
- Technical knowledge and experience managing Public Health Programs which involved analyzing existing or proposed systems, strategies, and/or current services; identifying needs for improvement, and the methods and resources to achieve such improvement; providing information to agencies or organizations; and providing guidance in developing and implementing plans of action.
- Expert knowledge of occupational principles and practices relevant to the mission requirements of the nursing component, the specific methods and techniques used to deliver programs in State and local settings, and the application of public health concepts.
- Experience providing comprehensive technical and administrative advice and assistance to various private and public health organizations in operating large disease control programs, as measured by the population served, incidence of disease, and other relevant considerations.
- Experience researching, analyzing, and evaluating the training needs of nursing personnel which may involve developing training materials, providing in-service instructions, and/or evaluating in-service training programs.

ADDITIONAL INFORMATION:**EXAMINATION CONTENT:**

This examination will consist of an evaluation of Education, Experience, License and Certification based on application information and Desirable Qualifications **weighted at 100%.**

All notifications (e.g. Notice of Non-acceptance, Notice of Results, etc.) will be mailed via United States Postal Services (USPS).

Candidates must achieve a minimum passing score of 70% or higher on examination in order to be placed on the eligible register.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing grade in the examination will be placed on the eligible register and will appear in the order of the score group for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

SPECIAL INFORMATION:**FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION:**

All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) regarding "sensitive positions" may be withheld from appointment or may be discharged.

VACANCY INFORMATION:

The resulting eligible register for this examination will be used to fill vacancies in the Department of Children and Family Services.

AVAILABLE SHIFT: Any

APPLICATION AND FILING INFORMATION:**APPLICATIONS MUST BE FILED ONLINE ONLY.**

Applicants are required to submit a standard Los Angeles County Employment Application online and complete the **Supplemental Questionnaire** to be considered for this examination. Paper application and/or resumes cannot be accepted in lieu of online application.

All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

We must receive your application and additional documents, if any, by 5:00 p.m. (PST) on or before the last day of filing.

All required documents must be submitted at the time of filing or during the examination process. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete.

Note: If you are unable to attach the required documents, you may e-mail them to TawJ@dcfs.lacounty.gov within 15 calendar days of filing. You may also fax the documents to (213) 738-6470. Please make sure to reference **your full name, examination title and number** on the subject line of your e-mail or in your fax.

Apply online by clicking on the **"APPLY"** tab for this posting. You can also track the status of your application by using this website.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the **Selection Requirements**. Provide any relevant education, training, and experience in the spaces provided, so we can evaluate your qualifications for the job. For each job

held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or a friend's user ID and password may erase a candidate's original application record.

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: TawJ@dcfs.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Jason Taw

Department Contact Phone: (213) 351-5898

Department Contact Email: TawJ@dcfs.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHO_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the

COUNTY OF LOS ANGELES Employment Information

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COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 QUALIFYING PAYROLL TITLE may file for promotional examinations if they consecutive days, other than for training, any part of which occurred during the are within six months of meeting the experience requirements by the last period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

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Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the Branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Position #T5237A
PROGRAM SPECIALIST, PHN
JT

PROGRAM SPECIALIST, PHN Supplemental Questionnaire

* 1.

Do you have a Master's Degree from an accredited college or university with a major in Nursing, Public Administration, Business Administration, Health or Healthcare Administration, Health Science,

or Public Health? If yes, you must provide a copy of your official diploma or official transcript(s) at the time of filing or within 15 days of filing your application to receive credit .

☐ Yes ☐ No

- * 2. Describe your experience managing Public Health Programs which involved analyzing existing or proposed systems, strategies, and/or current services; identifying needs for improvement, and the methods and resources to achieve such improvement; providing information to agencies or organizations and providing guidance in developing and implementing plans of action. To receive credit, you must provide detail information in your response which also includes the following information: (1.) total number of months performing the experience, (2.) dates of experience from (MM/DD/YY) to (MM/DD/YY), (3.) employer's name, (4.) employer's address, and (5.) employer's phone number. If you do not have experience in this specific description, please type "Not Applicable" and proceed to the next question.
- * 3. Describe your experience applying occupational principles and practices relevant to the mission requirements of the nursing component, the specific methods and techniques used to deliver programs in State and local settings, and the application of public health concepts. To receive credit, you must provide detail information in your response which also includes the following information: (1.) total number of months performing the experience, (2.) dates of experience from (MM/DD/YY) to (MM/DD/YY), (3.) employer's name, (4.) employer's address, and (5.) employer's phone number. If you do not have experience in this specific description, please type "Not Applicable" and proceed to the next question.
- * 4. Describe your experience in promoting Public Health Programs by providing leadership to agencies or organizations in the development, implementation and improvement of the health care systems, strategies and services. To receive credit, you must provide detail information in your response which also includes the following information: the (1.) total number of months performing the experience, (2.) dates of experience from (MM/DD/YY) to (MM/DD/YY), (3.) employer's name, (4.) employer's address, and (5.) employer's phone number. If you do not have experience in this specific description, please type "Not Applicable" and proceed to the next question.
- * 5. Describe your experience providing comprehensive technical and administrative advice and assistance to various private and public health organizations in operating large disease control programs, as measured by the population served, incidence of disease, and other relevant considerations. To receive credit, you must provide detail information in your response which also includes the following information: (1.) total number of months performing the experience, (2.) dates of experience from (MM/DD/YY) to (MM/DD/YY), (3.) employer's name, (4.) employer's address, and (5.) employer's phone number. If you do not have experience in this specific description, please type "Not Applicable" and proceed to the next question.
- * 6. Describe your experience researching, analyzing, and evaluating the training needs of personnel which may involve developing training materials, providing in-service instructions, and/or evaluating in-service training programs. To receive credit, you must provide detail information in your response which also includes the following information: (1.) total number of months performing the experience, (2.) dates of experience from (MM/DD/YY) to (MM/DD/YY), (3.) employer's name, (4.)

employer's address, and (5.) employer's phone number. If you do not have experience in this specific description, please type "Not Applicable".

* Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
EDMUND D. EDELMAN WESTSIDE MENTAL HEALTH CENTER
FULL SERVICE PARTNERSHIP PROGRAM**

TRANSFER OPPORTUNITY

Psychiatric Social Worker I or II

The Edmund D. Edelman-Westside Mental Health Center is seeking a Psychiatric Social Worker I or II for its Full Service Partnership (FSP) Program located in West Los Angeles. The primary responsibility will be to provide intensive field-based mental health and case management services to an adult population.

EXAMPLE OF DUTIES:

- Work as part of a multi-disciplinary team
- Provide 24/7 afterhours on-call and field visits as needed
- Conduct crisis intervention/evaluations during afterhours on-call
- Conduct initial intake assessments and treatment planning
- Provide individual treatment, a minimum of once a week/consumer, in an effort to decrease chances of incarceration and/or psychiatric hospitalizations and improve overall quality of life
- Accompany/transport consumers to appointments focused on improving their health, mental health, and overall well-being
- Provide the large majority of services out in the field
- Identify housing opportunities and work to obtain housing for consumers
- Connect consumers to health and substance abuse services and supports
- Assist consumers in obtaining benefits
- Complete all required Outcome measures
- Participates in daily treatment team meetings
- Provides resources, referrals, and linkages to other agencies

DESIREABLE QUALIFICATIONS:

- Spanish-Speaking preferred but not required
- Licensed or close to completing hours required for licensure
- Clinical experience and interest working with severe and persistently mentally ill individuals
- Flexibility, patience, and ability to prioritize
- Strong organizational skills
- Ability to work collaboratively with other Departments and Community Partners
- Strong oral and written communication skills
- Ability to work both independently and within a team setting
- Current Driver's License

Interested individuals holding title to the above positions should fax or scan their resume, last two Performance Evaluations, and master time cards for past two years on or before **December 18, 2015** to:

Nilsa V. Gallardo, Psy.D., Clinical Program Manager II
Edelman-Westside Mental Health Center
11080 W. Olympic Blvd.,
Los Angeles, CA 90064
(310) 966-6538 /(310) 231-0684 (fax)
Email: ngallardo@dmh.lacounty.gov